



September 26, 2006

PUBLIC

**CARLSBAD CITY LIBRARY**  
**GEORGINA COLE LIBRARY**

Reference: 40N-2006-02

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**POSITION:**           **Library Technician**

**LOCATION/DIVISION:** Georgina Cole Library/Reference - Carlsbad History Room

**HOURS:**       **8 hours per week (Friday and Saturday 1-5 p.m.)**

**SALARY RANGE:**       **\$12.75 -\$18.00/hr**

**DUTIES & RESPONSIBILITIES:**

Provide reference assistance to patrons using the History Room Collection.

Index newspapers which includes review of material and extraction of pertinent information.

Transcribe oral history interviews.

Assist with other projects related to the Carlsbad History Room.

Use computer programs, including Microsoft Word.

**IDEAL CANDIDATE:**

The ideal candidate will have experience working with the public in person and over the telephone. Applicant should be dependable and flexible, able to provide high quality customer service, and work with the public and staff with courtesy, tact and friendliness. Applicant will be able to work independently with little supervision, perform detailed work with accuracy, and organize and complete projects. The ideal candidate will have strong computer skills and knowledge of basic library skills. A background or interest in history is highly desirable.

**SELECTION PROCEDURE - Applicants must complete a City of Carlsbad Application for Employment and a Carlsbad City Library Supplemental Application for Part-time Employment. Applicants will be notified only if selected for an interview.**

**CLOSING DATE:** open until filled

**SEND COMPLETED APPLICATION TO:** Susan Gutierrez  
Georgina Cole Library Carlsbad History Room  
1250 Carlsbad Village Drive  
Carlsbad, CA 92008

# CARLSBAD CITY LIBRARY

## SUPPLEMENTAL APPLICATION FOR PART-TIME EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am available to work the following days of the week and times of the day and/or evening:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

I am available to begin work on: \_\_\_\_\_

I am interested in working at the following locations: (check all that apply)

*Please note: The Library is open seven days a week and Library staff are needed to work mornings, afternoons and/or evenings.*

\_\_\_\_\_ CARLSBAD CITY LIBRARY  
1775 Dove Lane

\_\_\_\_\_ CENTRO de INFORMACIÓN  
Bilingual English/Spanish Materials  
3333 Harding Street

\_\_\_\_\_ GEORGINA COLE LIBRARY  
1250 Carlsbad Village Drive

\_\_\_\_\_ ADULT LEARNING PROGRAM  
Literacy Tutoring  
1207 Carlsbad Village Drive, Ste.O

I am interested in working in the following service areas of the Library: (check all that apply).

\_\_\_\_\_ Administrative Services

\_\_\_\_\_ Local History Room

\_\_\_\_\_ Children's Services

\_\_\_\_\_ Media Services

\_\_\_\_\_ Circulation Services

\_\_\_\_\_ Programs

\_\_\_\_\_ Collection Development

\_\_\_\_\_ Reference/Information Services

\_\_\_\_\_ Genealogy

\_\_\_\_\_ Technical Services